

Department of Natural Resources (DNR)

INVITATION FOR BIDS

Suzuki Outboard Engines

AMENDMENT NO. 1

This Amendment is specific to Section A of the Suzuki Outboard Engines Procurement; eMMA Sourcing Project: BPM029586. The underline language supersedes the ~~double strike through~~ language.

As noted, all vendors are welcome to participate in this bid.

SECTION A

GENERAL INFORMATION

Suzuki Outboard Engines

Department of Natural Resources (Natural Resources Police)

K00R2600141

A. OBJECTIVE:

The purpose of this one-time purchase contract is to obtain a source of supply for Suzuki Outboard Engines at a firm fixed price for the term as shown herein. The State may award one-time or multiple contracts to the lowest responsive and responsible Bidder(s).

Successful Vendor(s) shall be responsible for ensuring that the Suzuki Outboard Engines supplied is in accordance with the Section C-Detailed Specification. The State reserves the right to inspect each load prior to acceptance by the State, for compliance with the specifications herein. Inspection may be made by an authorized representative of the State at the source of supply, point of delivery, or both.

B. BASIS OF AWARD:

1. The award for this solicitation will be made by lot to the responsive and responsible Vendor with the lowest price, as determined by the Procurement Officer to be in the best interests of the State of Maryland.

- a) BY LOT is defined as all items or none. The bidder must bid ALL line items.
2. Vendor shall submit a bid price based on product description (specification) and unit of measure specified on each line. **For example:**

Unit of Measure (U/M) – Quantity: Each
Specification – Suzuki Outboard Engines

Maryland Natural Resources Police
Suzuki Outboard Engines

State of Maryland
Department of Natural Resources
Natural Resources Police
Suzuki Outboard Engines
Specifications
Suzuki Vessel Outboard Engines
Specifications

Inquiries will be directed to:
Maryland Natural Resources Police, Support Services
Attn: Lt. Brandon Davis 443-510-0230
306 Marine Academy Drive,
Stevensville, MD 21666

All Bids must include W9/Tax ID #, Shipping and Delivery Charges.

An authorized NRP Support Service Representative must approve bid submissions to ensure compliance. Final sizing of equipment will be completed with a vendor representative and NRP Support Services representative before final order/purchase.

General Requirements

- A) No Substitutes.
- B) ~~Contractors must be based in Maryland.~~ **All vendors all welcomed to participate in this bidding process.**
- C) All bids submitted by Contractor must include shipping and delivery charges.
- D) Engines (with attached gearcases) are to be delivered to the Maryland Natural Resources Police, 306 Marine Academy Drive, Stevensville, MD 21666 by the Contractor that wins the bid.

Product Specifications

Make/Model- Suzuki DF300APXX4, standard rotation, 4 stroke engine, fuel injected, electric start, and attached gearcase:

Horsepower-300

Shaft Length-30 inch

Fuel-Gasoline, Fuel injected

Trim- Power trim and tilt

Quantity- 2 each

C. METHOD OF BIDDING:

All bids, affidavits, and/or responses to attachments shall be submitted electronically through eMaryland Marketplace Advantage (eMMA) with the bid response. Bids submitted through the mail, faxed, hand delivered, etc. will not be accepted or considered.

Bids for this solicitation are being accepted solely online through eMaryland Marketplace Advantage (eMMA). Bidders must bid all line items. Partial or incomplete bids will be rejected unless otherwise stated in the solicitation. Bidders shall elaborate on items in Specifications only when requested. Bidders should not provide any comments in the comments box for each line item. If comments are provided the bid may be determined to be non-responsive. Bidders should not provide unsolicited discounted pricing unless instructed to do so in the Specifications.

Multiple or alternate bids will not be acceptable unless otherwise stated in the State solicitation documents.

D. TERM OF CONTRACT:

- 1) **Refer to the IFB KEY INFORMATION SUMMARY SHEET (page 2) for the complete term of the contract.** Any renewals solicited with this contract, or any part of the contract may be renewed by the mutual agreement between the Office of State Procurement (OSP) and the Contractor.
- 2) Contracts will remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate any contract without showing cause upon thirty (30) days written notice.
- 3) Any item listed herein not delivered in a timely manner or does not conform to the requirements of the contract, may be purchased on the open market by the using agency. The Contractor will be charged for any product cost incurred by the State that is in excess of the contracted price.

E. PRICE ESCALATION:

Not Applicable.

F. EXCEPTIONS / TERMS AND CONDITIONS:

The published specifications are meant to describe goods and services suitable for the intended application and are not meant to be restrictive in any way. All specifications determined by the bidder to be restrictive should be addressed in writing via email to the Procurement Officer by the Q&A cut-off date indicated on the IFB KEY INFORMATION SUMMARY SHEET (page 2).

By submitting a Bid in response to this IFB, the Bidder, if selected for award, shall be deemed to have accepted the Terms and Conditions, attached herein as **Section B**, of this IFB. Any exceptions to the Terms and Conditions should be raised **prior to** Bid submission. If applicable, the Bidder must present its company's Supplemental Terms and Conditions for the State's review **prior to** the Q&A cut-off date.

Changes to the solicitation or the Terms and Conditions made by the Bidder may result in Bid rejection.

After Bid Opening, any exceptions to the bid specifications may not be accepted or considered.

G. UNIT PRICES:

Should the Contractor be required to perform work over and above that required by the Contract documents, or should the Contractor be ordered to omit work required by the Contract documents, an equitable adjustment will be made to the Contract price. In determining the amount of any such extra to the Contractor, which is governed by unit prices, the amount of the extra will be the unit price bid by the Contractor or a reasonable price, whichever is less. In determining the amount of any such credit due the State, which is governed by unit prices, the amount of the credit will be the unit price bid by the Contractor or a reasonable price, whichever is greater. Unit prices quoted will be the same for extra work and for credit work and shall be the sum total compensation payable or creditable for such items of work, including all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc. The Procurement Officer will issue one or more Contract modifications to authorize any such additions or deletions of work.

H. REQUIRED DOCUMENTATION AND INFORMATION:

All forms, instructions, terms and conditions are available online. It is recommended that Vendors download all online forms and attachments for future reference.

The following documentation and requested information shall be provided in the format specified by bid due date and time unless stated otherwise below. Failure to provide the requested documentation or information may cause your bid to be deemed not responsive and rejected from consideration. Note: It is the Vendor's responsibility to ensure all requested documentation is attached to its bid.

- 1. MANDATORY AFFIDAVITS** - All affidavits are to be completed and provided as an attachment to your bid on eMMA. The Bid/Proposal Affidavit and the MBE D-1A Utilization and Fair Solicitation Affidavit & MBE Participation Schedule (if applicable) must be properly completed and submitted with the Bidder's Bid or the Bid shall be deemed non-responsive and rejected. If you have difficulty attaching the affidavits to your bid response, for assistance with this process, please go to emma.helpdesk@maryland.gov. Failure to provide all affidavits may cause your bid to be deemed not responsive and rejected from consideration.

Note: For the purpose of the bid/proposal and contract affidavits, domestic/foreign refers to whether your firm is an in-state or out-of-state corporation. If your firm is not located in the State

of Maryland, please designate it as 'foreign' and provide the name of your resident agent (Maryland address), if applicable.

2. **REFERENCES** - Prior to submitting a bid for the commodity in the specifications, the firm must have a minimum of three (3) consecutive years of its entity being formed and in business and have no less than three (3) years' experience in providing products that are equal to or comparable to the scope and magnitude required by the specifications.

In order to expedite the award process, it is very important for you to include the references as detailed. With each reference, list details of volume of sales for each location, a contact person, current working telephone number, e-mail address, time period of contract and dollar amount of contract. **References are to be submitted as an attachment with your bid on eMaryland Marketplace Advantage (eMMA).** The Vendor shall supply this information by filling out and returning **Attachment S - Vendor Company Profile** with their bid response.

Failure to promptly provide information that leads to a determination of responsibility is grounds for rejection of the bid.

3. **MBE INFORMATION** - The goal of the State of Maryland's Minority Business Enterprise (MBE) Program is to attempt to provide a fair share of procurement contracts to Certified Minority Business Enterprises.

The Office of State Procurement (OSP) adheres to the State of Maryland Minority Business Enterprise (MBE) policies. Minority Business Enterprise (MBE) vendors are encouraged to respond to this solicitation as the Prime Contractor and Minority Business Enterprise (MBE) vendors shall be represented in the subcontract with a participation goal in the total bid price of this solicitation. See MBE participation for this bid on the **IFB KEY INFORMATION SUMMARY SHEET (page 2)**. Additional information regarding the State of Maryland MBE and Small Business Reserve (SBR) programs can be found on eMaryland Marketplace Advantage: <https://procurement.maryland.gov/>.

4. **SMALL BUSINESS PREFERENCE**

This solicitation is not designated as a Small Business Preference (SBP) Procurement.

5. **QUESTIONS AND INQUIRES:**

All questions or issues pertaining to this solicitation must be submitted via email to the Procurement Officer. **Questions will not be accepted by telephone or fax. See the IFB KEY INFORMATION SUMMARY SHEET (page 2) for the Cut-Off Date for submitting questions.** Only information communicated by the Procurement Officer or their authorized representative will be the official position of the State on an issue.

All questions should be submitted in a timely manner. When questions are not received in a timely manner, the Procurement Officer will, based on the availability of time to research and communicate an answer, decide whether they can answer an untimely question before the bid due date.

Prices quoted shall be valid for ninety (90) days after bid opening.

This solicitation is in accordance with Code of Maryland Regulations (COMAR) 21.11.05.03B. One or more Preference Providers may respond to this solicitation. Any subsequent contract may be awarded to a preference provider if: (1) its bid price is deemed a fair market price by the Office of State Procurement (OSP) and (2) it accepts the terms and conditions contained in

this solicitation. A fair market price is defined, for this solicitation, as the average total price of all responsive bids from responsible Vendors, excluding those bids received from certified sheltered workshops.

6. RECIPROCAL PREFERENCE:

A Preference will be given to the responsive and responsible bid from a Maryland firm over that of a nonresident firm if the State in which the nonresident firm is located gives a resident business preference. Where such a business preference is provided, the preference shall be the same as that provided by the State in which the nonresident firm is located. A **non-resident Vendor** submitting a bid/proposal for a State project shall be provided an attachment to the bid/proposal a copy of the current statute, resolution, policy procedure or executive order of the resident State of the nonresident Vendor that pertains to that State's treatment of nonresident Vendors.

7. BILLING:

Contractor shall include the following information on all invoices:

- 1) Name of company,
- 2) Address to include the 9 digit zip code,
- 3) FEIN number,
- 4) The name of the contact person,
 - Include the phone number (including toll free) for placing orders

Failure to do so may result in delay of payment.

8. NO BID NOTICE:

The Office of State Procurement (OSP) is committed to providing solicitations that are readily and easily responded to. If you choose not to respond to this solicitation, please fill out this form, **Attachment Q**, and email it to the Procurement Officer **indicated on the IFB Key Information Summary Sheet (page 2)**. We will review your responses and suggestions and try to incorporate them in our procedures.